

Gateway Community Services Maine

POSITION TITLE: Finance Coordinator

POSITION LOCATION: Portland, Maine OR Lewiston, Maine, with some possibility of travel to Biddeford and/or Augusta

SCHEDULE: Monday-Friday, 9:00 am to 5:00pm

POSITION UNDER THE SUPERVISION: Director of Programs/Assistant Executive Director

COMPENSATION: \$25-\$28/hour, depending on experience

MAJOR DUTIES AND RESPONSIBILITIES:

- Responsible for overseeing GCSM's bookkeeping.
 - This includes: inputting expenses, bills, vendors, monthly reconciliation and maintaining Quickbooks records via Quickbooks Online, matching with receipts, Bangor bank account
- Lead budgetary efforts for GCSM. This includes:
 - Annual organizational budgets, in collaboration with GCSM leadership and Board of Directors;
 - Producing program and project budgets to funders and to internal program staff;
 - Producing budget versus actuals to GCSM leadership and program leads;
- Produce financial reports to funders and Board of Directors. This includes:
 - Maintaining and submitting financial reports and program budgets in adherence with grant and contract-specific budgets
 - Craft the budgetary portion of GCSM Board Reports
- Support the continuance and adherence to financial controls within GCSM. This includes:
 - Overseeing our systems that approve/deny stipend payments
 - Depositing checks entered into the GCSM check log
 - Ensuring adherence to the financial controls employed by GCSM
 - Providing oversight to stipend workers to ensure receipt of GCSM Stipend Agreement and W9 forms
- Conduct GCSM payroll processing as needed via BangorTime. This entails:
 - Collecting, verifying and helping to submit timesheets, as well as offering insight on where each staff should bill hours to, in accordance with GCSM program and project budgets
- Support in fundraising efforts for GCSM to reach goals outlined in the organizational budget:
 - Support in preparing grant applications and end-of-term reports, as needed
 - Maintain database with all incoming funds from donors and donor info
 - Prepare and send thank you notes to all donors
- Responsible for supporting administrative tasks for GCSM, as needed. This includes assisting with office supply orders, phone calls and message taking, as needed
- Volunteer management and supervision, as needed
- Additional tasks as needed/requested by the supervisor

ESSENTIAL KNOWLEDGE AND ABILITIES:

Gateway Community Services Maine

Knowledge:

- Good communication skills: written and verbal.
- Also requires the ability to relate well to the public, in person and on the phone.
- Proficiency with Microsoft Word, QuickBooks Online, Excel, and Constant Contact is preferred but not required.
- Effective time management and judgment with priority setting
- Proficient in problem solving and the continuous improvement process.
- Experience supporting the financial stewardship of funders of the following types: grants, individuals, State and Federal contracts, is preferred
- Demonstrated understanding and knowledge of the community is a plus.

Abilities:

Demonstrated ability to establish effective working relationships with internal agency staff as well as with relevant community organizations; interact positively with consumers, work as a team member, communicate effectively, verbally and in writing, maintain confidentiality, and work independently under general supervision.

- Familiarity and comfort with Quickbooks Online
- Experience and proven ability to conduct monthly reconciliations
- Proven ability building budgets and comparing budgets with actual spending
- Experience presenting, communicating and sharing financial reports, budgets (and budgets vs. actuals) with staff within the agency, as well as Board of Directors, as needed

Qualifications:

Must possess a combination of administration and budgetary experience or relevant education, and training which indicates the possession of knowledge, skills, and abilities necessary to perform essential job duties. Nonprofit experience is a plus. Demonstrated cultural competence. Undergraduate degree preferred or equivalent, relevant work experience. Multilingual candidates are highly considered. Must be authorized to work in the U.S.

Benefits: 10 paid holidays, vacation/sick time, medical and dental insurance

How to apply: Please send resume and cover letter to Kate Fahey, Director of Programs:

kate.fahey@gatewaycommunityservice.org